

CONTRACT NO. _____

CONTRACT AND ENCUMBRANCE INFORMATION SHEET

*****AN ORIGINAL AND 1 COPY OF THIS FORM MUST BE SUBMITTED*****

THIS SHEET MUST BE COMPLETED, SIGNED BY THE DEPARTMENT HEAD AND DIVISION DIRECTOR AND ATTACHED TO ALL CONTRACT AND RESOLUTION PACKETS BEFORE ANY ACTION WILL BE TAKEN.

1. Department Requesting Services: Shelby County Sheriff's Office
2. Preparer's Name, Telephone #, and E-Mail Address:
Wink Downen, 901-545-5188, Wink.Downen@shelby-sheriff.org
3. DESCRIPTION OF ITEM TO BE PURCHASED, BUILT, OR SERVICE TO BE PROVIDED:
Bi-directional amplifiers to be installed in County Schools to improve radio coverage.
4. NAME, ADDRESS AND VENDOR NUMBER, AND EOC NUMBER OF VENDOR/CONSULTANT/AGENCY WITH WHICH SHELBY COUNTY WILL BE CONTRACTING:
Lord & Company, Inc.
8811 Sudley Road
Manassas, Virginia 20110
VENDOR NO. 53134
EOC NO. V-0509-1294
5. COST OF ITEM OR SERVICE REQUESTED: \$449,960.00
6. TERM OF PROPOSED CONTRACT/AGREEMENT: Contract signing to June 30, 2009
7. FUND, ORG, AND ACCOUNT NUMBER (13 DIGITS) ****FOR MULTIPLE ACCOUNTS, PLEASE SPECIFY DOLLAR AMOUNT FOR EACH****
697-610501-7005
8. COMMODITY CODE: _00/00_
9. VENDOR/CONSULTANT/AGENCY SELECTED BY (CHECK ONE):
****PLEASE ATTACH APPROVAL DOCUMENTS****
a. _X_ Bid/RFP Process - # & Date RFP# 08-004-67, April 3, 2008
b. _____ Emergency/Sole Source
10. LOSB/MBE INFORMATION: Please check the appropriate description
X MBE (MINORITY OWNED BUSINESS ENTERPRISE)
_____ MALE _____ FEMALE
_____ WBE (WOMEN OWNED BUSINESS ENTERPRISE)
_____ LOSB (LOCALLY OWNED SMALL BUSINESS)
ANNUAL SALES DOES NOT EXCEED \$3 MILLION
_____ N/A
11. SPECIAL INSTRUCTIONS (ROUTING, FUNDING, BUDGET TRANSFER IN PROCESS)

REVIEWED AND APPROVED BY:

DEPARTMENT HEAD DATE

ELECTED OFFICIAL

DIVISION DIRECTOR DATE